

Completing
the Online
Neighborhood
Application for
Community
Catalyst
Grants



Online Application Portal
Community Catalyst Grants

For a more in-depth walkthrough of completing the CCG Operating application, please visit <https://www.youtube.com/watch?v=2VYOwlqBk2o> for a video tutorial.

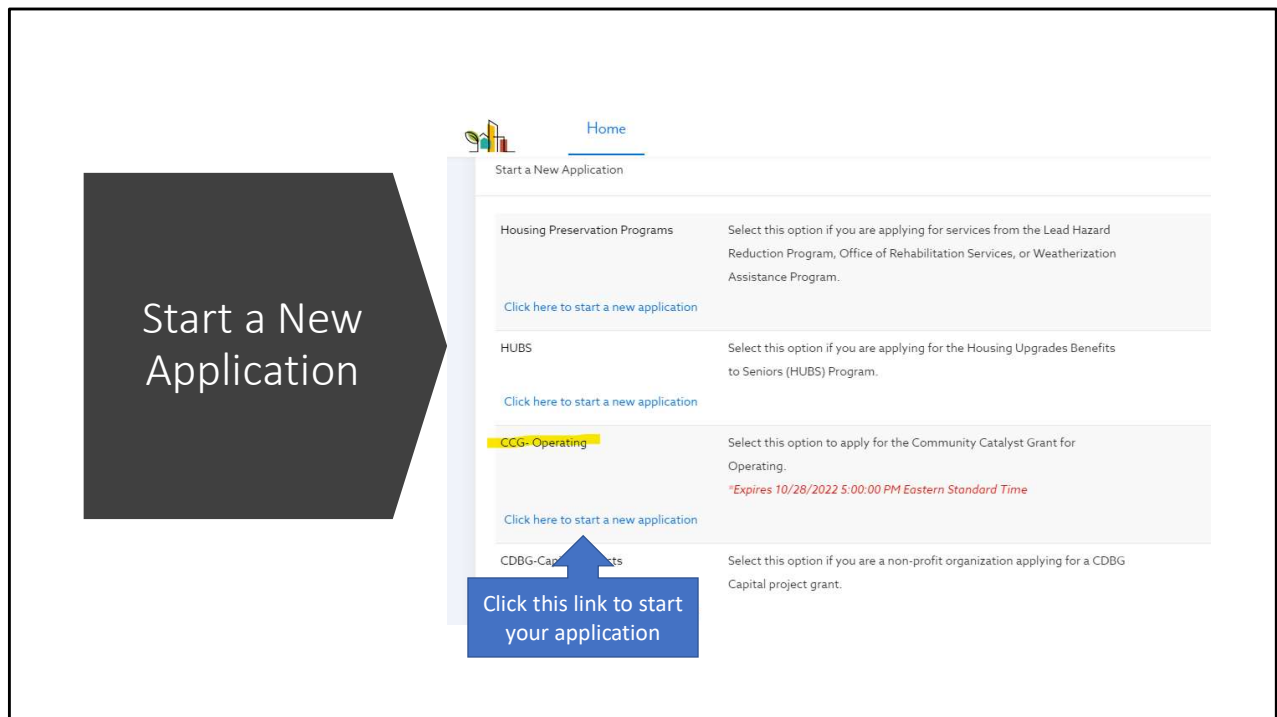
Register Your Account and Sign In

The screenshot shows the registration page for the Baltimore City Department of Housing & Community Development Online Application Portal. The page is divided into two main sections. The left section contains the department's logo, which features a stylized house with a green roof and a red chimney, and the text "BALTIMORE CITY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT". Below the logo, the text "Online Application Portal" is displayed, followed by a list of programs: "Community Catalyst Grants", "Homeownership Incentives", "Housing Preservation Programs", "Housing Upgrades to Benefit Seniors (HUBS)", and "Tax Sale Exemption Program". A note at the bottom of this section states: "New users must first register their account before signing in to the portal". The right section contains a "Sign In" and "Register" header. The "Register" tab is selected, and a blue arrow points to it with the text "Click here to register". Below the header, there are input fields for "Email Address", "Re-enter Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". A blue "Continue" button is located at the bottom of the registration form. A "Data Privacy" link is visible at the bottom right of the page.

Navigate to <https://portal.neighborlysoftware.com/baltimoremd/Participant#>

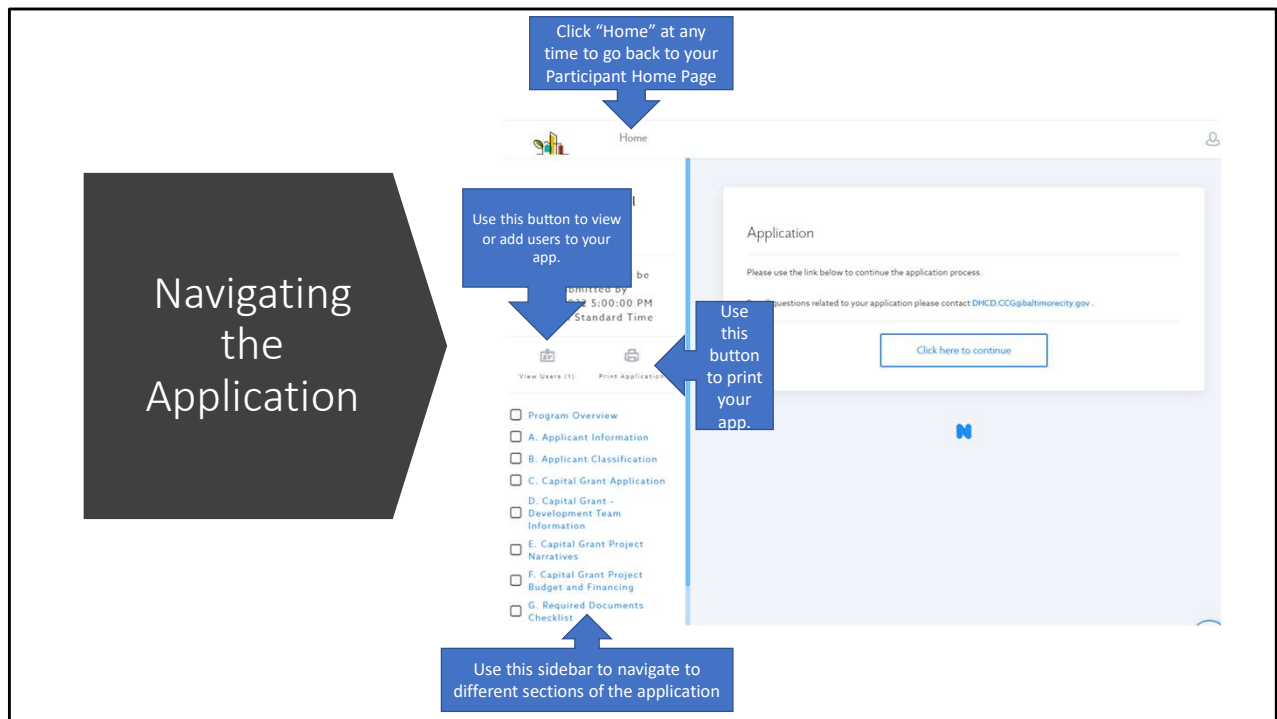
- Navigate to <https://portal.neighborlysoftware.com/baltimoremd/Participant#> to begin your application.
- If you do not yet have a Neighborly account, please “register,” then verify your e-mail address to log in.

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- From your participant home page, scroll down to the list of possible applications you may submit. Locate “**CCG – Operating**” and then select “**click here to start a new application.**”

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- Once you have begun your application, you will see a **sidebar** on the left which will be your key navigation tool.
- Click "**View Users**" to see the e-mail accounts associated with your application. Here, you can add additional users to give them access to view and edit the application.
- Click "**Print Application**" to print or save a PDF of your full application.
- Use the left side bar to navigate between different pages of the application. A **green check mark** will appear in the boxes next to application pages when they have been completed to provide you a visual cue of what you have and have not finished.

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On each page of the application, you will see a link to the **FUNDING GUIDELINES** and a **VIDEO TUTORIAL**.

- Carefully read **all information** on the Program Overview page.
- Utilize the linked **FUNDING GUIDELINES** document for all submission information. Utilize the **VIDEO TUTORIAL** link to view a YouTube video guiding you through your application.
- There are no questions to complete on the Program Overview page.
- For each application page, you can either **SAVE** what you've done to come back to later, or **COMPLETE AND CONTINUE** to make the section done.
- NOTE:** Only operating funds are being offered at this time. If organizations were **previously awarded CCG Funds in BOTH Round 1 (FY 19) and Round 2 (FY 20-21)** for Operating or Capital grants, they are **ineligible for a Round 3 award**.

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A. Applicant Information

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Please refer to the [Funding Guidelines](#) for additional information including Submission Requirements.

To view a video tutorial on how to complete this application in Neighborly, click [HERE](#).

ORGANIZATION INFORMATION

A.1. Applicant Organization Name:

A.2. Contact Name: **A.3. Title:**

A.4. Contact Email: **A.5. Contact Phone:**

A.6. Address:
 Address Line 1
 Address Line 2
 City Zip

A.7. Website: (if available)

A.8. Are you applying with a partner? ⓘ
☐ Yes
☐ No

A.9. Do you have a Fiscal Agent? ⓘ
☐ Yes
☐ No

No save history

Hover over blue question marks to read "tool tips" associated with the question.

- When you see a blue question mark, hover your mouse over it for a **“tool tip”** related to the question.
- **Some questions in the application will open new questions.** For example, if you click “yes” to applying with a partner or Fiscal Agent, more questions will populate about those additional stakeholders for you to answer. Be sure to answer ALL questions that generate based on your other responses for a complete application.

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B. Applicant Classification

Callout 1 (Top Right): For file uploads, click "Upload File" then locate the document saved on your device.

Callout 2 (Bottom Center): If you see "Add Row," click it to add as many rows as needed to share the information required.

- For additional information on if your organization should be classified as **"Emerging"** or **"Established,"** please review the FUNDING GUIDELINES document.
- For **file uploads**, click **"Upload File"** and select the appropriate document saved to your device. You may also upload additional documents if needed.
- If you see a question with **"Add Row,"** click it to add as many rows as needed to answer the question completely.

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C. Operating Grant Application

C. Operating Grant Application
Please refer to the [Funding Guidelines](#) for additional information.
 To view a video tutorial on how to complete this application in N...

C1. Amount of CCG Operating Grant requested:

C2. Describe your request for funds: (50 words or less each description). (100 characters remaining)
This funding is going to be used to pay the salary of our program manager for a new after school program.

C3. Does your project operate in an Impact Investment Area. [CLICK HERE](#) to see the Impact Investment Area Map.

☒ Yes
☐ No

C4. Include a map showing the location(s) of the proposed activity. Use [CoDeMap](#) to locate the property address(es), capture a screenshot, and upload.

OPERATING GOALS:
C5. Please check the goals below that your project/program supports:

- ☒ Support efforts to stabilize and improve market conditions through a combination of organizational growth, technical and financial assistance, partnerships and collaboration (particularly in historically disinvested and under-funded communities)
- ☐ Community ownership of a project
- ☐ Increase economic opportunities and prosperity for all stakeholders
- ☐ Undertake a deferred project
- ☐ Strengthen the community's understanding of, ability to participate in, and negotiate benefits from development initiatives
- ☐ Expand programs to create scope and scale resulting in visible and quantifiable impacts
- ☐ Create and/or formalize organizations where needed
- ☐ Other

If Other, please describe:

- Use the drop down to select from the three pre-set amounts you can apply for.
- If you have any questions about Impact Investment Areas or how to use CoDe Map, please e-mail the CCG Team.

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D. Operating Grant Project Narratives

CCG Operating Grant Project Narrative

PROJECT DESCRIPTION

D.1.

- Describe how the project will **support existing revitalization efforts** and is part of a larger strategic initiative. How will the plan support Baltimore City DHCD's "Framework for Community Development"?
- Describe the work or services that will be provided, individuals who will be served, or operations and administrative functions that will be enhanced. In what **specific ways** will a CCG Operating Grant **improve the quality of life for residents** living in your community or in the City?
- How does the request support the organization's **strategic plan**?
- Describe the **selection process** that will be used if funds are being requested for **consultants or other services**.
- Provide a description of how the project will proceed in the event a Grant Award is **less than the amount of funds requested**.
- How will the program or project requested for funding be sustained when funding is not available?

NOTE: Responses are limited to a **maximum of three pages**.

Operating Project Narrative - Project description *Required

Be mindful of the different maximum page limits for each narrative.

APPLICANT CAPACITY

D.2.

- What **experience** does your organization have with these kind of projects? What **completed projects** has your organization worked on recently?

- Each narrative includes guiding questions. Please address each as thoroughly as possible.
- Note that each narrative has a **maximum page limit**.
- The Project Schedule MUST be completed using the CCG Project Schedule template.** You can download the template directly on the application.
- PDF files are recommended over Word Documents.

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E. Operating Grant Project Budget

E. Operating Grant Budget

Print Step

Please refer to the [Funding Guidelines](#) for additional information included in this application.

To view a video tutorial on how to complete this application in Neighborhood Connect, click [here](#).

PROJECT BUDGET & FINANCING

E.1 Operating award applicants are required to complete the [Operating Budget Form](#) and the [Evidence of Matching Funds Form](#).

Applicants will be required to document match sources only for the first year but should indicate sources of matching funds for year two.

All **committed funds** identified on your Matching Funds form should be supported by a letter of intent/award letter from the funder.

Note: If your submitted Operating Budget and Evidence of Matching Funds forms do not use the provided templates with **ALL TABS** completed, your application **will not be accepted** for review. In the event of an award, you will be required to provide a more detailed budget.

✔ Evidence of Matching Funds Form *Required
📎 18 Matching Funds.xlsx (39k)

✔ Letters of Intent - Support for Committed Matching Funds *Required
📎 19 Funders Letters of Intent Matching Funds.docx (12k)

✔ Operating Budget *Required
📎 18 Operating Budget.xlsx (39k)

Applicants who do not use the supplied Budget Template and Matching Funds Form in their submission will not be accepted.

- Applicants must download and use the Operating Budget Form and the Evidence of Matching Funds Form provided in the application. Documents submitted in any format but the provided template will not be accepted for review.
- Please be sure to complete ALL TABS of the Budget Form.
- Include letters of intent/award letters for any matching funds already committed.

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F. Required Documents Checklist

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FAILURE TO INCLUDE RELEVANT FILES WILL RESULT IN YOUR APPLICATION BEING INCOMPLETE AND DISQUALIFIED FOR CONSIDERATION.

F.1. Required Document Upload:

- ☒ Articles of Incorporation, By-Laws *Required [20 Articles of Incorporation By Laws.docx \(12k\)](#)
- ☐ Articles of Incorporation, By-Laws for Fiscal Agent
- ☒ Common Statements as Evidence of Matching Funds (Operator) [Matching Funds.docx \(12k\)](#)
- ☐ Copy of the most recent 990 Tax Return for Fiscal agent (no older than 2019) [21 990 Tax Return.docx \(12k\)](#)
- ☒ Corporate Resolution/Board of Directors approval (for all parties in applications including partnerships or collaborations) *Required [22 Corporate Resolution Board of Directors approval.docx \(12k\)](#)
- ☐ Corporate Resolution/Board of Directors approval for Fiscal Agent
- ☒ Current IRS Determination Letter (for collaborations) *Required

- As you upload documents in the application, they will auto-populate in the “Required Documents Checklist.”
- At this page, you may upload optional documents as supplemental information.
- At this page, you must upload some documents that are required, but were not part of previous pages of the application (such as a 990-tax return, articles of incorporation, etc).

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G. Certification of Compliance

H. Certification of Compliance

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I am an officer authorized to make a binding contractual commitment for the applicant. I have received, read, and understand the provisions of this Notice of Funding Availability (NOFA).

I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in disqualification of the development proposal from further consideration. I certify that all information contained in this response to the NOFA, including, but not limited to, the disclosure information is true and correct to the best of my knowledge and belief.

I understand by signing this form in conjunction with a response to this NOFA, that the City may, at its choosing, conduct a check with Dun and Bradstreet and other credit verification or similar agencies.

☐ I understand that the City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the applicant at any time, including, but not limited to, the cost of: 1) any prior actions by the applicant in order to respond to the NOFA, and/or 2) any future actions by the applicant in connection with any negotiations between the applicant and the City, including, but not limited to, actions to comply with requirements of Baltimore Housing, the City. I agree to comply with any applicable Federal, State or City laws and regulations governing this development proposal.

I agree that I will not enter into, execute or be a part to any Covenant, Agreement, Lease, Deed, Assignment or Conveyance, or any other written instrument which restricts the sale, lease, use or occupancy of the property or any part thereof, upon the basis of race, color, religion, sex, or national origin and will comply with all Federal, State, and local laws, in effect from time to time, prohibiting discrimination or segregation and will not discriminate by reason of race, color, religion, sex or national origin in the sale, lease, use or occupancy of the property.

Authorized Signature

[Click here to electronically sign](#)

Is this application a joint venture between more than one entity?

☐ Yes

☐ No

Title

Save

Complete & Continue

- Read the certification of compliance carefully, then indicate your acceptance and understanding by checking the box and electronically signing.
- If a joint venture, all stakeholders must sign a certification of compliance. Clicking “yes” will provide you with the downloadable certification to have all stakeholders sign, then upload.

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The screenshot shows the 'Submit' page of the CCG Operating application. A large black arrow labeled 'Submit' points to the 'Complete & Submit' button. A blue box at the top right states: 'Once submitted, only an administrator can "re-open" the application.' A blue box on the right side states: 'If you have a Fiscal Agent or multiple organizations, download the Certification and Authorization Form, have all sign it, then upload.' A blue box at the bottom right states: 'SUBMIT when your application is complete.' The form includes a 'Submit' section with a warning: 'Once an application is submitted, it can only be "Re-opened" by an Administrator.' It also includes a 'CERTIFICATION AND AUTHORIZATION TO SUBMIT' section with a signature field for 'John Doe' and a 'Please note' section stating: 'This form must be completed, signed and returned by both the fiscal agent and applicant, completed, signed and returned by all parties.' There are 'Save' and 'Complete & Submit' buttons at the bottom.

- Please only **SUBMIT** your application when it is complete and ready for review. Once submitted, you cannot make further changes, and only a CCG Team administrator can re-open your application.
- If you have a Fiscal Agent or multiple organizations, download the Certification and Authorization Form, have all sign it, then upload.
- When ready, hit **“Complete and Submit.”**

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Locating your application

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
106228	Organization 1	CCG- Operating	2022	Application Submitted	10/28/2022 5:00:00 PM Eastern Standard Time	View / Edit

Check the status of your application.

Click here to VIEW or EDIT your application.

To locate your in-progress or submitted application, log in to your Participant Portal. You will see the STATUS of your application, as well as a link to view or edit your application.

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Questions and Inquiries

- Interested applicants can submit **questions and inquiries** in writing only to **DHCD.CCG@baltimorecity.gov** no later than **October 14, 2022 at 5:00 PM ET**.
- DHCD will make best efforts to post responses on its website no later than COB **October 21, 2022**. DHCD reserves the right to decline questions that are project-specific.



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